

PERSONNEL LIAISON INFORMATION & REFERENCE LINKS

Note: Click on any link below to go directly to that section of the materials. All colored print in the reference materials is a direct web or e-mail link.

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Contact Information & Frequently Used Web Sites

Office of Human Resources

Main Phone #: 517-241-1196

Fax #: 517-284-9953

Mailing Address: PO Box 30004, Lansing 48909

Physical Address: 611 W. Ottawa, Lansing 48933

[OHR Staff Assignments](#)

[LARA OHR Website](#)

MI HR Call Center

Phone: 517-335-0529 or 877-766-6447

Fax: 517-241-5892

Hearing Impaired: 711 for Michigan Relay

Mailing Address: PO Box 30002, Lansing 48909

E-Mail: Self-Serv-Support@Michigan.gov

[MI HR Gateway](#)

MI HR handles insurance enrollment, questions/issues for new/returning employees and during open enrollment each year. They are also the point of contact for employment verifications and job posting (NEOGOV) issues. MI HR also processes personal information changes such as tax withholding, address, etc. at the request of an employee.

Disability Management Office (DMO)

Phone #: 877-766-6447 or 517-335-5794

Fax #: 517-241-9926

E-Mail: MCSC-DMO-Inquiries@michigan.gov

[DMO Website](#)

The Disability Management Office (DMO) provides information, forms, policy, procedures, and additional resources pertaining to:

- Medical Leave of Absence
- Family Medical Leave Act
- Worker's Compensation (forms, clinic list, etc.)

TISM (Traumatic Incident Stress Management)

ESP-STATE TISM COORDINATING OFFICE 800-521-1377

[TISM TIP SHEET FOR LARA MANAGERS & HR](#)

[LARA Employee Handbook & Policies](#)

[Civil Service Rules & Regulations](#)

[Civil Service Compensation Plan](#)

[Office of Retirement Services – State Employees Retirement Services](#)

Classification/Selection

Civil Service Reference Information:

[Job Specifications](#)

[Glossary of Classification/Selection Terminology](#)

[Pre-Approved Class Listing](#)

[Professional Managerial Ranking System](#)

[Professional Specialist Position Evaluation System](#)

[Position Description Form](#)

[LARA Classification/Selection Website](#)

[NEOGOV Web Site](#)

[NEOGOV Security Form](#)

[Instructions - Creating a Requisition in NEOGOV](#)

[Instructions - Entering Overtime Requests in NEOGOV](#)

[New Hire Confirmation Letter \(Required for all newly hired state employees\)](#)

[*Union Contacts for New Hire Confirmation Letter*](#)

[HR Drug Test Record Form \(for New Hires\)](#)

[PARIS Instructional Materials](#)

For training documents, sign in and click documents in the lower left corner of the screen.

[Selection Packet Requirements](#)

EEO Selection/Appointment Package Templates (13 level & Above Positions)

[Selection Plan](#)

[Appointment Package](#)

Specialist Info for Managers

The following information should be utilized, along with input from OHR, for the establishment or reclassification of specialist positions:

[Specialist Position Evaluation System](#)
[Specialist Questions for Managers](#)

[Hiring of Foreign Workers – USDOL Website](#)

SIGMA/Payroll/Time & Expense

[SIGMA Information \(on the OHR website\)](#)

Lost Paychecks Process

If an employee's EFT is not processed because of an invalid account number or because the account was closed:

The employee must contact OHR at 517-241-1196. When OHR and Finance receive the EFT Error Report the week following the pay day, they will verify that the EFT was returned to the SOM and a paper warrant will be issued by the Finance Office and mailed to the employee.

If an employee doesn't receive their paycheck in the mail:

The employee must contact OHR at 517-241-1196 to report that their check was not received. The OHR will provide the employee with a Stop Payment Affidavit which must be signed by the employee, notarized, and returned to OHR. (By signing this form, the employee certifies that they will not cash the original check if it is received at a later date.) The OHR will complete the LARA Payroll Payment Request form requesting Finance to issue a paper warrant which will be either mailed to the employee or the employee can pick up the check in the Finance Office. If the employee later receives the original check in the mail, they must return it to the OHR.

Departures

[Exit Interview Link](#)
[Exit Interview E-mail](#)
[Departure Checklist](#)
[CS301 - Departure Form](#)
[Departure Information Website for Employees](#)

Drug & Alcohol Testing

[LARA Drug & Alcohol Testing Policy](#)
[D & A Testing Clinic Listing](#)
[HR Drug Test Record Form \(for New Hires\)](#)

Drug and alcohol testing forms may be requested by contacting the Office of Human Resources at 517-241-1196.

Labor Relations

[Office of the State Employer Intranet Site](#)
[Office of the State Employer Internet Site](#) (BU
Contracts)

[Union Grievance Forms](#)
[NERE Grievance Form](#)

[LARA Seniority Lists](#)
[LARA Work Rules](#)
[LARA Work Rules Acknowledgement Form](#)
[LARA Responsibilities/Expectations for **Field Staff**](#)
[LARA Responsibilities/Expectations for **Supervisor** of Field Staff](#)

Medical Leave/FMLA/Workers Comp

The Disability Management Office (DMO) provides information, forms, policy, procedures, and additional resources pertaining to:

Medical Leave of Absence
Family Medical Leave Act
Worker's Compensation (forms, clinic list, etc.)

Disability Management Office

Phone #: 517-335-5794 OR 877-766-6447.
Fax #: 517-241-9926
E-Mail: MCSC-DMO-Inquiries@michigan.gov
[DMO Website](#)
[Worker's Comp Clinic Listing](#)
[LARA OSHA Reports](#)

Orientation

[Employee Orientation Website/Materials](#)
[I-9 Information](#)

ID Cards: To obtain a State of Michigan ID card the Personnel Liaison will enter the applicable access codes and complete the Michigan ID & Card Access Request Process (MICARP) application which is web-based through **MiLogin**. Once it is completed by the liaison it will go to the Authorized Requestor (AR) for approval.

Performance Management

[NEOGOV PE - Performance Management Web Access](#) (log into self-service)
[Performance Management Resource Materials](#)

Reasonable Accommodation/Ergonomic Assessments

A **reasonable accommodation** is a modification or adjustment to a job, work environment, or way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity.

[Reasonable Accommodation Information & Request Form](#)

Ergonomic assessments are a function of the Employee Health Management (EHM) “At-Risk” program. The At-Risk Ergonomic Assessment Program provides State of Michigan employees expert assistance from Occupational Safety Advisors and Rehabilitation Counselors who will analyze their workspace/workstation for known risk factors. These Safety Advisors and Counselors provide one-on-one training and written recommendations to enhance worker productivity, improve quality of work life, and decrease the risk for a work-related injury.

[Ergonomic Assessment Information & Request Form](#)
[At-Risk Ergonomic Program Guidance](#)

Temporary/Contractual Services

To order a temporary/contractual employee submit the [Temporary Services Request form](#). Make sure the form is filled out completely and signed. Email form to the HR Office
LARAOHR@michigan.gov

Training (Civil Service)

Civil Service Human Resource Training and Development (HRTD) for the administration, scheduling, registration, tracking and reporting of training events.

[SOM Learning Center](#)

How do I access the SOM Learning Center?

1. Go to the [State of Michigan Learning Center](#) site.
2. Enter your username (**6 or 7 digit employee ID, i.e., 1234567**) and password.
3. If you do not have a password or have forgotten your password, click "Forgot Password."
4. Follow the instructions on the page to generate a password reset email.
Note: If you enter your Username incorrectly, you will not receive a password reset email
5. Use the link in your email to create a new password.
6. Log into the system using your employee ID number and the password you created
7. To access the SOM Learning Center in the future, create a bookmark in your web browser. You can also access the SOM Learning Center via the HR Gateway on the Michigan Civil Service Commission website.

Miscellaneous Forms & Policy Links

[Alternative Work Schedule Request Form](#)
[Telecommuting Application & Agreement](#)
[Telecommuting Guidelines](#)

[Bar Dues Reimbursement Request Form](#)
[Bar Dues Reimbursement Policy](#)

[Disclosure of Interest Form](#)
[Disclosure of Interest Policy](#)

[Supplemental Employment Approval Request Form](#)
[Supplemental Employment Policy](#)

[School & Community Participation Leave Request Form](#)

[Voluntary Work Schedule Adjustment Program \(Plan A & Plan C\) Information & Form](#)
[Civil Service Rule 5-2.3: Voluntary Work Schedule Adjustment Plans](#)

[NERE Professional Development Funds Information](#)
[NERE Professional Development Funds Form](#)

Note: The AFSCME & SEIU bargaining units also have a Professional Development Fund Program. Employees should contact their union for information.